

## **Educational Interpreter (American Sign Language)**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Coordinator of Countywide Services, the Educational Interpreter provides interpreting and other support services for deaf/hard of hearing children in the school district. The primary function is to serve as a communication facilitator between children who are deaf/hard of hearing and their hearing peers, the classroom teacher, and other school staff. Other duties that may be performed when not required to provide interpreting services include providing educational support and participating in meetings as a member of the education team. The function of an Educational Interpreter is to provide access to communication using American Sign Language, Cued Speech, and/or Oral Transliteration to and from spoken English through a complex process that requires a high degree of linguistic, cognitive, and technical skills.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Make the language of the classroom accessible to students who are deaf/hard of hearing through interpretation in the child's language level and communication mode as stated in the Individualized Education Program (IEP).
- Work with classroom teachers of multiple disciplines to facilitate academic and personal communication for deaf/hard of hearing students with adults and student peers, by providing interpreting services during scheduled classroom lessons, tutoring sessions, parent conferences, meetings, and other school activities.
- Review coursework materials in advance so that classroom activities and assignments can be conveyed clearly and accurately.
- Follow guidelines and procedures of the Department of Special Education (DSE) to provide support and interpretation assistance to deaf/hard of hearing students.
- Provide input and follow recommendations made by IEP teams related to students' interpreting needs (e.g., communication strategies, student progress with services, recommends resource materials related to student interpreting needs, etc.).
- Collaborate and serve as a liaison to DSE staff, classroom teachers, related service providers, parents, advocates, and other school staff.
- Perform other duties assigned by the school principal or designee when this does not conflict with the primary responsibility of interpreting.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Interpreter skills translating signing/cueing to and from spoken English.

- Proficiency in English and American Sign Language, Cued Speech, or other modes of communication.
- Ability to exercise professionalism and patience in highly active learning environments or stressful situations.
- Interpersonal skills that will enable the candidate to communicate and work collaboratively with administrators, central office staff, teachers, families, and other HCPSS stakeholder groups.
- Knowledge and cultural awareness of the Deaf culture.
- Knowledge of current trends and best practices related to providing services to deaf/hard of hearing and/or special education students.
- Knowledge and understanding of the practices, procedures, and documentation in a public preK-12 school system.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

#### **Education:**

- High school diploma or GED (equivalency) and evidence of progress towards achieving a national level certification.
- OR**
- High school diploma or GED (equivalency) and evidence of completion of an interpreter training program.
- OR**
- Bachelor's degree from an accredited college or university in a related field.

#### **Experience:**

- Experience as an American Sign Language (ASL) interpreter within the past two years or Practicum (advanced level) student status in an Interpreter Preparation Program (IPP).

### **PREFERRED QUALIFICATIONS**

- Certification through Registry for Interpreters of the Deaf (RID), National Association of the Deaf (NAD), Educational Interpreter Proficiency Assessment (EIPA), National Interpreter Certification (NIC), and/or other national certifying bodies.
- Prior professional experience interpreting with students of varied degrees of deafness, age range, cognitive level, and related disabilities.
- Experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, or learning management systems (Canvas).

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related

education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **EMPLOYMENT INFORMATION**

This is a 10-month per year position in the Howard County Education Association's Educational Support Professional employee unit. The current hourly salary ranges for this position may be viewed on the [Interpreter salary scale](#). Step placement within the applicable lane will be determined in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is **not** exempt from overtime.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, certificate) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org).

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or



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genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.